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Job details

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About Vectrus

Vectrus is a leading, global government services company with a history in the Services market that dates back to 1945. We provide infrastructure asset management, information technology and network communication services, and logistics and supply chain management services to our U.S. government customers around the world. We are differentiated by cost leadership, superior program performance, a history of long-term customer relationships, and a strong commitment to their mission success. Our company is headquartered in Colorado Springs, Co., and includes nearly 7,000 employees, working in the most challenging environments in the world, on four continents and in 18 countries. In 2013 we generated sales of \$1.5 billion. For more information, visit our website at www.Vectrus.com or connect with us on [Facebook](#), [Twitter](#), [LinkedIn](#) and [YouTube](#).

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Req ID # 17302BR
Advertised Position Title Assistant Airfield Manager
Work Location Greenland
Job Description POSITION SUMMARY:

A qualified assistant airfield manager is trained/certified and knowledgeable of ICAO and/or United States federal and military air regulations, flight data and NOTAM systems. Familiar with navigational aids, basic aircraft design characteristics, fundamentals of meteorology, and principles of organization, purpose, operation, and management of airfield operational areas. This position will be an Exelis A/S position and will directly report to Exelis A/S program leadership.

MAJOR JOB ACTIVITIES:

1. Coordinate all airfield functions and tasking with airfield users
2. Ensure resources and personnel are available.
3. Maintain tight control of airport safety and security measures as necessary.
4. Ensure that all training requirements are maintained
5. Stay up to date with navigational aids, communications, basic aircraft design characteristics, and fundamental of meteorology.
6. Apply guidelines and directives set forth in the local operating procedures.
7. Ensure that airfield is meeting the requirements outlined in FAA Certification Part 139
8. Maintain office airport files and airport certification manual
9. All other duties as assigned.

MATERIAL & EQUIPMENT DIRECTLY USED:

General office equipment

WORKING ENVIRONMENT:

Work will be indoors and outdoors. Exposure to extreme cold, dust, noise, chemicals may occur. Overtime and shift work may be required depending on contractual needs. Task specific work environment training will be provided as required.

PHYSICAL ACTIVITIES:

Work will require lifting up to 35 lbs; stooping; climbing; prolonged standing; prolonged sitting; and working with or in areas where a potential could exist for exposure to physical, chemical or biological agents. Employee must be able to meet strict physical fitness requirements defined by the Government Program Office and will be required to use Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations, and published Company work rules.

Required Experience:

MINIMUM QUALIFICATIONS:

Education/Certifications: One year related experience may be substituted for one year of education, if degree is required.

Training Requirements

- AM-01, Airfield Manager Position Certification Guide (PCG).
- Airfield Criteria, Airfield Inspection and Maintenance, Wildlife Hazard Management, Airfield Driving and AM Contingency Operations CBTs.
- Advanced Airfield Manager Course.
- USAF ORM Application and Integration Course (Basic Principles of ORM)
- Local Qualification Training (AF IMT 797, Job Qualification Standard).

Completion of the following courses are highly recommended for an AFM.

- Airport Certification Procedures Course.
- Aircraft Mishap Investigation Course (AMIC).
- Military Airspace Management Course.

Experience:

Experience managing functions such as airfield management activities, preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions.

Preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions is a plus.

Skills:

- Must be capable of giving and receiving instructions.
- Must be fluent reading and speaking English.
- Troubleshooting ability
- Supervisory Experience

Clearance Level Required at Start Date

No Clearance Required

Work Status

Full-Time

EEO Statement

We are committed to an inclusive and diverse workplace that values and supports the contributions of each individual. This commitment along with our common Vision and Values of Integrity, Respect, and Responsibility, allows us to leverage differences, encourage innovation and expand our success in the global marketplace. Vectrus is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status or status as an individual with a disability.

EOE/Minority/Female/Disabled/Veteran

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